

Instructional Systems Development Certification Program

CCAF offers the Instructional Systems Development (ISD) Certification Program for qualified curriculum writers and managers who are formally assigned to affiliated schools to develop and manage CCAF collegiate-level credit awarding courses. The ISD Certification is a professional credential that recognizes the writer's or manager's extensive training, education, qualifications and experience required to develop and manage CCAF courses. The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing and managing instructional systems. The program is designed to broaden faculty and professional development.

Eligibility: Qualified officer, enlisted, civilian and other service curriculum writers and managers are eligible. Once an individual leaves curriculum writer or manager duty, they are no longer eligible for the ISD Certification.

ISD Certification Program Requirements:

To qualify, the individual must:

1. Be *currently* assigned to a CCAF affiliated school performing CCAF curriculum development duties at the time of nomination.
2. Possess an associate's or higher degree from an accredited college.
3. Have completed at least 3 semester hours of CCAF-approved ISD coursework.
4. Have completed at least 3 semester hours of CCAF-approved Instructor Methodology coursework.
5. Have completed a 12 semester hour CCAF ISD Internship.
6. Have at least 1 year curriculum development experience from the CCAF ISD Internship completion date.
7. Be recommended for certification by the affiliated school commander, commandant or faculty development chief.

CCAF ISD Internship:

The CCAF ISD Internship is a vital element of the CCAF ISD Certification Program. CCAF ISD Internship completion is reported per standard CCAF business practices referenced in the CCAF Campus Affiliations Policies, Procedures and Guidelines (PPG).

The CCAF ISD Internship provides newly assigned curriculum writers with knowledge and practical experience above that received in formal ISD coursework. During the CCAF ISD Internship, students receive additional training and experience while under the direct supervision of a fully qualified subject matter expert responsible for developing CCAF collegiate-level curriculum.

The CCAF ISD Internship consists of 2 measured areas:

1. Knowledge: The student should know, understand and be able to perform all phases of the current Air Force ISD model.

2. Supervised Instructional Development: A minimum of 180 contact hours of supervised, field-oriented, experience in which the student designs and implements a system of instruction, analysis technique and evaluation design consistent with the current Air Force ISD model. The student will work with qualified subject matter experts and perform research to plan, analyze, design, develop, implement and evaluate learning programs.

Individuals must document CCAF ISD Internship and experience on the *CCAF Instructional Systems Development (ISD) Internship and Certification Worksheet*. Procedures for documenting the worksheet can be found in the CCAF Campus Affiliations PPG.

Awarded ISD Certification: Individuals awarded the CCAF ISD Certification will receive certificate and the ISD Certification will be reflected on their CCAF student record and official CCAF transcript.

To obtain more information concerning the CCAF ISD Certification Program and program procedures, refer to the CCAF Campus Affiliations PPG or contact the CCAF Credentialing Programs Flight at DSN 749-5020 / (334) 649-5020 or E-mail ccaf.deal@us.af.mil.

Information current as of Oct 13